



## KING COUNTY

ADMINISTRATIVE SPECIALIST II  
DEPARTMENT OF TRANSPORTATION  
ROAD SERVICES DIVISION  
MAINTENANCE SECTION

Hourly Rate Range: \$16.42 - \$20.81 (2006 Rates)

Job Announcement: 05SB5696

OPEN: 12/12/05 CLOSE: 12/23/05

**WHO MAY APPLY:** This position is open to King County career service employees who are members of the Local 117 Administrative Support bargaining unit only.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Scott Bruns, 201 S. Jackson Street, MS KSC-TR-0313, Seattle, Washington 98104** by 4:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above will not be processed.

**FORMS AND MATERIALS REQUIRED:** (A) [King County Application](#), (B) resume, (C) cover letter detailing your background and how it relates to the position, and (D) minimum of three (3) reference contacts of current and former supervisors.

**WORK LOCATION:** 155 Monroe Avenue NE, Renton, Washington 98056

**WORK SCHEDULE:** This full-time position is overtime eligible. It works a 40-hour workweek; Monday through Friday.

### **PRIMARY JOB DUTIES INCLUDE:**

- Process daily labor/equipment rental and production unit data prepared by field staff in an efficient manner in order to meet established deadlines.
- Perform auditing of data entries and balancing of daily, mid-month, and monthly journals; process corrections as needed.
- Establish, maintain, code, modify, track and/or retrieve information and compile data from source documents that may require information searches through files, contracts, records, computer files, including spreadsheets and/or customized database applications; enter, obtain and/or verify information and make sure the appropriate disposition of evidence and/or exhibits follow established, clearly defined methods and guidelines.
- Maintain files of all data for future reference and research.
- Provides relief and emergency coverage to answer front desk phones, handles citizen complaints, complete Citizen Action Requests (CAR's) and dispatch to field crews.

**REQUIRED QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of general office principles and practices.
- Knowledge of basic accounting and mathematics.
- Ability to perform alphanumeric data entry for extended periods of time with a high degree of accuracy (approximately 5600 keystrokes per hour with 97% accuracy). **Applicants will be tested in these skills.**
- Ability to have predictable and reliable attendance.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Excellent oral and written communications skills.
- Organizational and research skills.
- Ability to remain focused on details for extended period of time.
- Ability to move up to 25 pounds from one location to another.
- Excellent customer service and public relations skills - in person and via telephone (discretion, patience, etiquette, professionalism).
- Skilled in responding to citizens and staff inquiries in a pleasant, respectful, and sensitive manner under varying levels of stress (including high levels of noise, limited resources, etc.).
- Interpersonal and human relations skills; ability to deal professionally with all levels of staff and customers.
- Skill in prioritizing workload and adapting to changes in workload demands.
- Skill in following through on assignments as directed; assess situations and respond appropriately; resolve issues with minimal direction.
- Initiative and accountability skills for work product or service; team player, cooperative, reliable and assist co-workers as needed.
- Problem solving and conflict resolution skills.
- Skill in following oral and written directions regarding work assignments.
- Skill using MS Word, Excel, Access software applications to complete assignments.
- Ability to work independently as well as in a team environment.
- Skilled in the use of multi-line telephone systems as well as other office equipment including fax machines, copiers, scanners and printers.
- Skill in prioritizing and completing multiple tasks simultaneously.
- Ability to work under pressure, tight deadlines; provide quick, accurate and thorough turnaround on assignments.
- Ability to resolve schedule conflicts; be flexible and work professionally.
- Knowledge of project cost accounting is highly desirable.
- Ability to have predictable and reliable attendance.

**UNION MEMBERSHIP:** Positions in this classification are represented by Teamsters Local 117E.

**CLASS CODE: 8397    SEQ NO.: 2191**